

## Sheet 1

## 1a

1. What
2. Where
3. How
4. When
5. Who
6. Why

## 2a

1. isn't
2. doesn't
3. aren't
4. can't

## 3

1. husband, son
2. niece.
3. sister, wife
4. brother-in-law
5. aunt, uncle
6. mother-in-law
7. grandchildren
8. sister-in-law.
9. brothers, cousin

## Sheet 2

## 1

1. much – many
2. some, any – many
3. any – some
4. any, some – much

## 2

2. talking – shop assistant/ bank clerk
3. working – author
4. writing – journalist
5. giving – (opera) singer
6. driving – taxi driver
7. painting – artist.

## 3

- some water  
some flour  
a newspaper  
a bread roll  
some money  
an ocean  
a flower  
some news  
some bread  
a Euro

## 4

- a sack of potatoes/onions  
a bottle of beer/wine  
a group of people/friends  
a bag of groceries  
a scoop of ice-cream  
a bowl of soup/cereal  
a cup of tea/coffee  
a pair of shoes/jeans  
a loaf of bread  
a pile of books/papers

## Sheet 3+4

## 1a

1. He gets up at 7.00am.
2. He walks the dog before breakfast.
3. After breakfast he reads the paper.
4. At 11.00am he goes for a run with his dog.
5. After lunch he works in his office until tea time.
6. In the evening he watches television or listens to the news on the radio.
7. At 9.00pm he walks the dog one last time.
8. Just before he goes to bed, he has a long relaxing bath.

## 1b

1. At 7.00am, he was getting up.
2. At 11.00am, he was going for a run with his dog.
3. At 9.00pm, he was walking his dog one last time.

## 2a

- always  
usually  
often  
sometimes  
seldom  
rarely/hardly ever  
never

## 2b

1. always/usually
2. Sometimes/usually/often
3. rarely/hardly ever/never
4. seldom/rarely/hardly ever

## 2c

- suggestions:*  
once / twice / three times a day/ an hour/  
a year  
every Saturday/ morning/month  
at one o'clock/ night/ half past ten  
on Friday/ September 15th/ Mondays

## Sheet 4

## 1

- |       |        |
|-------|--------|
| have  | had    |
| buy   | bought |
| stay  | stayed |
| eat   | ate    |
| take  | took   |
| go    | went   |
| wear  | wore   |
| spend | spent  |
| get   | got    |
| see   | saw    |
| walk  | walked |
| ring  | rang   |

## 2

1. I was feeding the kangaroos when somebody stole my handbag.
2. My friend Claire was taking photos of us on the beach when a tourist pushed her and she dropped the camera.
3. I was filming koalas when they saw me and climbed up the tree.
4. We were swimming in the sea when we heard it start to thunder.
5. The three of us were waiting at the airport for our flight home when Thomas noticed that he didn't have his passport with him.

## 3a

1. Have you?
2. Are you?
3. Don't you?

## 3b

1. aren't you
2. don't you
3. do you
4. won't you
5. could you

## Sheet 5+6

## 1

1.
  - I don't believe it!
  - What happened?
  - My car has been stolen!
  - When did you see it last?
  - Last night I parked it in front of the house and now it's not there!
  - They must have taken it during the night. Did you call the police?
  - Not yet.
2.
  - Oh no! I've lost my purse.
  - Are you sure you brought it with you?
  - Of course I am. My money and keys are in it. I've lost everything.
  - Well, where did you have it last?
  - I'm sure I had it when we came into the restaurant. Someone must have taken it when I went to the loo.
  - What colour is it?
  - Red.
  - Is this it?
  - My purse. You found it! Thank you.

## 2

2. I'm playing tennis with the new sales manager
3. I'm giving a business presentation
4. I'm having dinner with Alan to discuss a new project
5. I'm touring the factory
6. I'm writing the trip report
7. I'm driving the boss to the airport

## Sheet 6+7

## 1

- wondering, doing
- going, having, free
- how about going
- how about
- Shall
- Shall
- See you there.

## 2

1. will
2. going to
3. going to
4. 'll
5. will

## 3

1. If you can't make the meeting, make sure to tell my secretary.
2. If I have time, I will/can help you with the report.
3. If I had time, I would/could help you with the report.
4. If you want to see the manager, you'll have to make an appointment.
5. If you really want a promotion, you'll have to work much harder.
6. If you need to reach me, you can ring me at home.
7. If I can't make the meeting, I'll let you know.

## Sheet 8

## 1

## suggestions

1. I used to have short hair, but now I wear it long.
2. I used to smoke, but now I don't like cigarettes.
3. I used to listen to Heavy Metal music, but now I prefer Jazz.
4. I used to work for a computer company, but now I have my own business.

## 2

Karen: can't, must, may/might, may/might  
– artist  
Bob: may/might, may/might, must, can't  
– veterinarian

## 3

1. mustn't
2. don't have to
3. don't have to
4. don't have to
5. mustn't

## Sheet 9

## 1a

for 2 hours  
since I was 18  
since we talked  
for a few minutes  
for 6 months  
for a couple of years

## 1b

1. have been typing, two hours
2. have had, I was eighteen
3. have been studying, six months
4. have been thinking, we talked
5. has only been married, a couple of years
6. has gone, a few minutes

## 2

1. desk/work station.
2. work/the office.
3. write/type
4. overtime
5. job
6. bus/train/car
7. meeting/presentation
8. suit/tie

## 3

*horizontal:*  
interview, advertisement, application,  
salary, covering letter

*vertical:*  
career

## Sheet 10-12

## 1

Ed is the cleverest.  
Frank is the youngest (and shortest).  
Joe is the tallest (and oldest).

## 2

## suggestions

1. I work overtime two or three times a month.
2. I go to bed after midnight about twice a week.
3. I never read during my lunch break.
4. I go out for a drink with my colleagues every other week.
5. I leave work earlier than usual when I have a doctor's appointment.

## 3

1. by
2. for
3. at
4. between
5. from, to
6. at
7. at/around
8. before/until

## 4

1. try adding
2. remember seeing
3. remember to lock
4. stop to chat
5. try to be
6. stop working

## 5

- | agree              | disagree                 |
|--------------------|--------------------------|
| 2. Neither have I. | Oh, haven't you? I have. |
| 3. Neither can I.  | Oh, can't you? I can.    |
| 4. Neither will I. | Oh, won't you? I will.   |
| 5. Neither was I.  | Oh, weren't you? I was.  |
| 6. Neither do I.   | Oh, don't you? I do.     |
| 7. So have I.      | Oh, have you? I haven't. |
| 8. So am I.        | Oh, are you? I'm not.    |

## 6

1. If I'd had time, I would have helped you.
2. If I hadn't missed the bus this morning, I wouldn't have been late for the meeting.
3. If we'd done a bit more research, we might have found the answer.
4. If we hadn't tried so hard, we might not have made the deal.
5. If we hadn't worked so late, we could have gone out for a meal.
6. If you wanted to see the manager, you should have made an appointment.
7. When you knew you couldn't make the meeting, you should have called.
8. If you had worked a little harder, you might have got that promotion you were after.